



## INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(An Autonomous Institute under DST, Govt. of India)

Vigyan Path, PaschimBoragaon, Garchuk, Guwahati-781035

Advt.no: 464

Date: 08/12/2023

### Recruitment Notice for the Incubation Center at IASST, Guwahati

Applications are invited through online submission for recruitment in the Incubation Center at Institute of Advanced Study in Science and Technology (IASST), Guwahati under the BIRAC-BioNEST project for selection of suitable candidates for the following post on contractual basis:

Sl No.	Post	Qualification		Remuneration per month
		Essential	Desirable	
1	Manager (Incubation & Outreach) (One position)	<p><b>Graduate in any branch of Science/Technology/ Engineering/ Commerce/ Economics with MBA</b> having <b>minimum 5 (five) years</b> of experience in relevant field in a Government/ Corporate, Start up or high-quality development organization.</p> <p>The candidate should have skill in Project/ Programme Management, Business Development/ Resource Mobilization, Finance and Account, Monitoring and Evaluation, Strategic Alliances, Training and Capacity Building, Entrepreneurship and in technology commercialization.</p> <p><b>Maximum age limit: 40</b> (forty) years</p>	<p>Work Experience in incubation center, creation of start-up, raising grants and funds, Experience of business, financial planning and financial modeling.</p> <p>Strong grasp of at least two of the following areas – strategy setting, governance, legal structures and team building,</p> <p>Outstanding written and spoken communication skills.</p> <p>Ability to independently lead and execute projects and ability to build dynamic start-up environment.</p> <p>Knowledge about the different national and regional stakeholders of entrepreneurial ecosystem, Government policies and procedures, Intellectual Property Rights, business and commerce.</p> <p>Should have excellent organizational, interpersonal and communication skills.</p> <p>Fluent in English, Hindi and local language of Assam.</p>	Rs. 65,000/- (Consolidated)

## **JOB DESCRIPTIONS FOR MANAGER (Incubation & Outreach)**

This is a leadership role, and the Manager (Incubation & Outreach) shall report to the Director, IASST through the ISVEC. The incumbent shall be responsible for developing a self-sustaining incubation model at IASST. He/she will be the prime interface between budding entrepreneurs and the Incubation Center. He/she shall be responsible for managing the operations, planning, marketing and the development of the Technology Business Incubator, give it strategic direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices.

### **Important Notes:**

1. Application Requirement: The applications must be supplemented with his/her vision about the Institutional Incubation center along with his/her demonstrated competence for implementing that vision (in 1000 words).
2. In addition to the above qualifications as prescribed, the profile of the candidates shall also be evaluated based on their suitability to carry out the respective roles and functions for the positions, as defined in the Annexure I of this advertisement.
3. Only short listed candidates will be called for interview. Mere fulfillment of the qualification requirements are not the criteria for short listing of the candidates for appearing in the interview.
4. Applicants having past service experience are to submit valid certificate(s) clearly mentioning the period and dates from their present and past employer as the case may be. They may also submit recommendation letters from at least two referees.
5. The incumbents will be primarily posted at the campus of IASST, Guwahati but may require extensive travelling as per necessity.
6. Age Limit: The maximum age limit of the positions shall be 40 years on the last date of submission of application. Age limits are relaxable for reserved categories as per GoI norms.

### **Duration of employment:**

Above post is purely contractual. The initial contract period shall be for 8 (months). In case there is extension of the project, based on performance, the employment can be further extended. The appointment for the position is coterminous with the duration of the project and subject to receipt of fund from the funding agency. The IASST is not bound to recruit/engage any of the person employed under the project after its termination.

**How to apply:** Before applying, the candidates must thoroughly read this advertisement. Online application submission format is available in the institute's website ([www.iasst.gov.in](http://www.iasst.gov.in)). **Last date of submission of the application is within 15 (fifteen) days from date of publication of this advertisement.** Scanned copies of all the relevant and required documents and testimonials must be uploaded during online submission of applications.

**Other terms and conditions:**

1. The candidates in employment in Government sector must submit No Objection Certificate from the employer with the application.
2. The candidates are also to submit the name, address and contact details of two referees.
3. No TA/DA will be provided for appearing in the interview.

**Date, mode/venue of Interview:** Shall be notified by email to the short listed candidates.

**Contact Information:**

The Registrar,  
Institute of Advanced Study in Science and Technology.  
Vigyan Path, PaschimBoragaon, Garchuk, Guwahati-781035  
Email: registrar@iasst.gov.in  
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Registrar, IASST

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